

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, April 25, 2005 – 5:30 p.m.

Warrenton-Fauquier Airport Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:30 p.m. on 25 April 2005 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven

Raymond E. Graham

Dennis Hunsberger

Frank Rader

Willis P. Risdon

Bob Newman

Arthur Nash

Center District Representative

Fauquier County Board of Supervisors

Cedar Run District

Citizen at Large

Lee District Representative

Citizen at Large

Airport Tenant/Owner

Marshall District Representative

County Staff:

Tony Hooper

Michael Anderson

Chrissy Kirby

Deputy County Administrator

Airport Manager

Executive Assistant, County Administration

Staff:

Stephen S. Roszel, Sr.

Stephen Roszel, Jr.

Ross Dillman

Essar Aviation

Essar Aviation

Essar Aviation

Absent:

Charles M. Medvitz

Rick Gerhardt

Sparky Lewis

Scott District Representative

Cedar Run District Representative

Town of Warrenton

Visitors:

Rich Dykes, Owner/Operator

Bob Counts, Carson & Harris

2. Adoption of Agenda:

Willis Risdon moved and Ray Graham seconded a motion to adopt the April 25, 2005 meeting agenda. The motion carried unanimously.

3. Citizens' Time:

Jim Van Luven reviewed a letter which was received from the Human Rights Committee regarding the recent incident at the Planning Commission meeting. Mr. Van Luven reminded the Committee that the Fauquier County Code of Ethics needs to be adhered to at all meetings.

Mr. Van Luven introduced Bob Counts from Carson and Harris. After introducing Mr. Counts, Mr. Van Luven abstained from the following discussion. Bob Counts briefed the Committee on the proposed Firing Range (Patton property) Special Exception {Zoning Ordinance}, which is being considered by the Board of Zoning Appeals.

After receiving information from Mr. Counts, Willis Risdon initiated a roundtable discussion among Committee members regarding the Airport's position on the proposed Firing Range. Tony Hooper will solicit comments from Campbell and Paris Engineers, the Virginia Department of Aviation and the Federal Aviation Administration. Mr. Hooper will report to the Committee at its next regularly scheduled meeting. After additional discussion, the Committee recommended the following:

The Airport Committee will defer its opinion until comments are received from Campbell and Paris Engineers, the Virginia Department of Aviation and the Federal Aviation Administration. Further, the Committee will provide a letter to the Board of Zoning Appeals requesting additional time to provide further information and that their decision be deferred for thirty (30) days; however, if the Board of Zoning Appeals is unable to defer their decision, the Airport Committee recommends denial of the request for Special Exception.

Ray Graham made a motion to adopt the recommendation. Willis Risdon seconded the motion. The motion passed unanimously, with Jim VanLuven abstaining from the vote.

4. Adoption of the Minutes:

Ray Graham moved and Bob Newman seconded a motion to adopt the March 28, 2005 meeting minutes. The motion carried unanimously.

5. Update from Airport Manager:

Mike Anderson updated the Committee on the status of the Agricultural RFP. The Agricultural RFP has been re-released, due to insufficient response. The deadline is now May 5, 2005.

Mr. Anderson indicated that there are currently sixteen (16) persons on the wait list for County t-hangar space.

Mr. Anderson updated the Committee on the sewer system. Mr. Anderson stated that on April 10, 2005, the Procurement Department issued a thirty (30) day notice. Currently, seven (7) days have passed. Mr. Anderson indicated that work began today, April 25, 2005. Mr. Anderson will work with Maxwell Enterprises to obtain price quote for connecting the terminal building to the system. Mr. Anderson stated that the system should be completed by the end of May 2005.

6. Update from FBO:

Steve Roszel, Jr. provided a brief overview of recent purchases of aircraft for flight training. Mr. Roszel indicated that Gold Cup participants will be utilizing the Airport. Mr. Roszel stated that Essar Aviation recently purchased a tug and it should arrive by Friday, April 29, 2005.

Mr. Roszel indicated that they continue to move forward with obtaining quotes on the installation of the Jet A fuel facility at the Airport. Mr. Roszel advised the Committee that there was a new EPA requirement for secondary containment for all fuel facilities and fueling trucks.

7. Update from Campbell and Paris Engineers:

Staff from Campbell and Paris Engineers was unable to attend the Committee meeting. Mike Anderson advised the Committee that T-Hangar #3 construction is scheduled to begin May 2, 2005 and Phase III of the Runway project is scheduled to begin May 9, 2005.

8. Update from Tony Hooper:

Tony Hooper reviewed correspondence received from Rich Dykes, Phoenix Aviation, requesting a land lease amendment to provide limited specialized maintenance services. Mr. Dykes provided the Committee with a brief overview of his current operations. Mr. VanLuven asked that Committee "if they {Committee} wished to make an exception for Mr. Dykes to continue his maintenance operations." Bob Newman indicated that the Airport has four (4) larger hangar units which differ from the other hangar units and "can the Committee make special exceptions for the four (4) larger units and possibly impose user and/or impact fees." Ross Dillman indicated that Essar Aviation supports the request of Rich Dykes. Mr. Dillman stated that Mr. Dykes provides pioneering services which are specialized activities not currently offered at the Airport.

Bob Newman made a motion for the Committee to further investigate the possibility of allowing maintenance services to be conducted in the larger hangar units. Jim VanLuven seconded the motion. The motion passed unanimously.

Mr. VanLuven indicated that the Airport Finance and Operations subcommittees will meet to continue discussions on Mr. Dykes' request and report back to the Airport Committee.

Mr. Hooper reviewed correspondence from Ron Gatewood regarding his request to provide Charter Services at the Airport. Mr. Hooper advised the Committee that a fee for providing this service will need to be established. Ray Graham indicated that it should be the responsibility of Mike Anderson, Airport Manager, to advise the Committee of any unapproved activities. Mr. Roszel expressed concerns regarding a statement in Mr. Gatewood's request indicated that he {Mr. Gatewood} would be providing limited FBO services.

Jim VanLuven made a motion to impose a \$200 per aircraft fee to provide Charter Services at the Airport. Willis Risdon seconded the motion. The motion passed unanimously.

Mr. Hooper reviewed the Airport Financial Projections listed below:

Cost Code	Description	FY 2005 Budget	FY 2006 Request	FY 2007 Request	FY 2008 Request	FY 2009 Request	FY 2010 Request	Comments
81722-1101	Salaries - 2 Full Time	\$ 62,672.00	\$ 66,612.00	\$ 68,610.00	\$ 70,668.00	\$ 72,788.00	\$ 74,971.00	
81722-1201	Overtime	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
81722-1302	Salaries - Part-Time Employee	\$ 2,388.00	\$ 2,615.00	\$ 2,693.00	\$ 2,701.00	\$ 2,782.00	\$ 2,865.00	
81722-2100	FICA	\$ 5,168.00	\$ 5,318.00	\$ 5,477.00	\$ 5,641.00	\$ 5,810.00	\$ 5,984.00	
81722-2210	Retirement - VRS	\$ 5,703.00	\$ 7,099.00	\$ 7,312.00	\$ 7,531.00	\$ 7,757.00	\$ 7,990.00	
81722-2310	Health Insurance	\$ 8,200.00	\$ 9,428.00	\$ 9,711.00	\$ 10,002.00	\$ 10,302.00	\$ 10,611.00	
81722-2400	Group Life	\$ 552.00	\$ 736.00	\$ 758.00	\$ 781.00	\$ 804.00	\$ 828.00	
81722-2720	Worker's Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
81722-3160	Professional Services - Other	\$ 10,800.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,500.00	\$ 1,800.00	
81722-3310	Repairs/Maintenance - Equipment/Structures	\$ 74,660.00	\$ 62,400.00	\$ 65,000.00	\$ 65,000.00	\$ 20,000.00	\$ 20,000.00	Last T-Hangar Roof - 2008
81722-3311	Repairs & Maintenance - Motor Vehicles	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ -	
81722-3840	Services - Other Governments	\$ -	\$ 400.00	\$ 500.00	\$ 600.00	\$ 650.00	\$ 700.00	
81722-4210	Fleet Fuel/Gasoline/Diesel	\$ 565.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	
81722-4220	Fleet Parts	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	
81722-4230	Fleet Labor	\$ 835.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	
81722-5110	Electrical Services	\$ 7,245.00	\$ 10,000.00	\$ 12,000.00	\$ 14,000.00	\$ 15,000.00	\$ 16,000.00	
81722-5210	Postal Services	\$ 800.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
81722-5230	Telecommunications	\$ 2,855.00	\$ 2,800.00	\$ 3,200.00	\$ 3,500.00	\$ 4,000.00	\$ 4,500.00	
81722-5308	Insurance	\$ 4,000.00	\$ 8,000.00	\$ 8,500.00	\$ 9,000.00	\$ 10,000.00	\$ 11,000.00	
81722-5410	Rent/Lease Equipment	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	
81722-5530	Food and Lodging	\$ 500.00	\$ 650.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
81722-5510	Mileage	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
81722-5540	Convention and Education	\$ 700.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
81722-5810	Dues and Association Memberships	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
81722-6001	Office Supplies	\$ 430.00	\$ 800.00	\$ 1,100.00	\$ 1,600.00	\$ 1,800.00	\$ 2,000.00	
81722-6002	Food Supplies	\$ 390.00	\$ 250.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	
81722-6003	Agricultural Supplies	\$ 1,350.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	
81722-6004	Medical & Lab Supplies	\$ -	\$ 200.00	\$ 200.00	\$ 300.00	\$ 400.00	\$ 500.00	
81722-6005	Janitorial and Laundry Supplies	\$ 470.00	\$ 300.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	
81722-6007	Repair and Maintenance Supplies	\$ 2,370.00	\$ 5,500.00	\$ 6,000.00	\$ 6,500.00	\$ 7,000.00	\$ 7,500.00	
81722-6008	Equipment and Vehicle Fuels	\$ 600.00	\$ 1,200.00	\$ 1,500.00	\$ 1,700.00	\$ 1,900.00	\$ 2,100.00	
81722-6009	Equipment and Vehicle Supplies	\$ 600.00	\$ 700.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	
81722-6011	Uniforms & Wearing Apparel	\$ -	\$ 300.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	
81722-6012	Books and Subscriptions	\$ -	\$ 100.00	\$ 200.00	\$ 300.00	\$ 400.00	\$ 500.00	
81722-6014	Other Operating Supplies	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	
81722-6025	Computer Supplies	\$ 180.00	\$ 180.00	\$ 250.00	\$ 300.00	\$ 450.00	\$ 500.00	

Mr. Hooper stated that the budget for FY 2006 would be “tight”; however, there is no need for concern. Mr. Hooper indicated that the FY 2007 budget projections reflect borrowed funds for the construction of T-Hangars #5 & #6. After brief discussion, the Committee wishes to further study the possibility of the County constructing t-hangars #5 & #6.

Mr. Hooper indicated that he would schedule a meeting with Cherry Evans from the Virginia Department of Aviation to solicit funds for the preparation of Grand Opening Activities.

Mr. Hooper advised the Committee that the Board of Supervisors approved the recommended changes to the Airport Committee By-Laws. Mr. Hooper indicated that letters would be sent to Ray Graham and Sparky Lewis thanking them for their service on the Airport Committee. Mr. Hooper stated that the minimum number of attendees to constitute a quorum for future Committee meetings will be four (4).

9. Update – Grand Opening Committee:

Mike Anderson indicated that the Grand Opening Subcommittee continues to make progress in acquiring attractions/vendors for the Open House; however, Mr. Anderson wished to solicit the assistance of Committee members.

10. Roundtable:

Tony Hooper provided copies of the Planning Commission agenda request regarding the Airport Special Exception, a copy of which is attached hereto. Mr. Hooper indicated that the Planning Commission would be considering the Airport's special exception request on April 26, 2005.

The next meeting of the Airport Committee will be Monday, May 23, 2005 @ 5:30 p.m. in the conference room at the Warrenton-Fauquier Airport.

With no further business Ray Graham moved and Dennis Hunsberger seconded the motion that the meeting be adjourned at 7:30 p.m.